

Employee Name:

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA

JOB CLASSIFICATION: SENIOR PSYCHIATRIST (SUPERVISOR)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under general direction, to supervise physicians and other professional personnel giving psychiatric care to mentally ill patients; give psychiatric services to such patients; and, do other related work.

- 60 % Directly supervises Psychiatrists to maintain high standards of psychiatric and general medical care and treatment in an assigned program; conducts Annual Clinical competency Reviews of probationary and privileged Psychiatrists; reviews clinical records using specified instruments for monitoring of general psychiatric, medical or psychopharmacological practice such as the monitors for compliance with the Consent Judgment, Joint Commission, or Licensing requirements at the request of the Medical Director; ensures proper orientation and training of new Medical Staff within the specific discipline; initiates and/or participates in the provision of ongoing and special training of supervised Psychiatrists and other Program personnel as needed; provides clinically relevant professional training based on expertise; and, assists in the ongoing credentialing and privileging activities of Medical Staff.
- 20 % Serves as a consultant to the Medical Director, Program Directors and other administrative offices and departments on clinical matters, as well as to the Medical Staff on issues of Medical practice; consults with and provides clinical support for supervised psychiatrists in the program; advises staff both individually and by presiding on the units, in the treatment of difficult patients; may provide specific pharmacological reviews such as First or Second level Therapeutic Review Committee (TRC) consultation at the request of the Medical Director or the TRC; and, surveys special patient problems as consultant in relation to the effectiveness of treatment plans.
- 20 % Assists in the coordination of medical and psychiatric activities with Program Management, including Program Director, Program Assistant, and Nursing Coordinator; attends appropriate meetings and helps coordinate and advise supervised staff; may provide coverage of direct psychiatric services when supervised Psychiatrists are unavailable, coordinating with Program Management; and, assists in the coordination of medical and psychiatric activities with other disciplines in the program, including Psychology, Social Work and Rehabilitation therapy.

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% **SITE SPECIFIC DUTIES**

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Senior Psychiatrist (Supervisor) is under the supervision of the Chief Psychiatrist.

3. SUPERVISION EXERCISED

The Senior Psychiatrist (Supervisor) provides supervision and direction to Staff Psychiatrists, as assigned.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and methods of psychiatry and general medicine; current developments in the field of psychiatry, including mental retardation; principles of surgery and neurology; principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other ancillary medical services; psychiatric research methods and techniques; principles and practices of personnel management; principles, methods, and objectives of training treatment personnel; and State and departmental equal employment opportunity (EEO) policies; department's EEO Program objectives; a supervisor's role in the EEO Program and the processes available to meet EEO objectives.

SKILL IN:

Applying the principles and methods of psychiatry and general medicine.

ABILITY TO:

Coordinate and participate in psychiatric research; direct and coordinate the work of a professional staff; analyze situations accurately and take effective action; understand and effectively carry out State and departmental equal employment opportunity (EEO) policies; effectively contribute to the department's EEO objectives.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

AGE SPECIFIC

Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

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☐ Pediatric ☐ Adolescent ☐ Adult (18-54) ☐ Geriatric (55 & up)

- Age specific competencies for this classification are identified and validated through the privileging process.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners.

7. TRAINING - Training Category = B

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.


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The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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 _____ Reviewing Supervisor Signature	<u>Silvana Holasek</u> _____ Print Name	<u>11/3/2.</u> _____ Date
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